

Bookkeeping is a career that has been around for hundreds of years. It is also a great opportunity for home school parents to pick up some 'side income' as one of the ideal work-at-home work-at-your-own-schedule jobs.

This course condenses our regular year-long bookkeeping course into just one semester, building on the existing knowledge of most parents. It not only teaches you how to use the most common bookkeeping software (QuickBooks), it also helps you grasp all the necessary bookkeeping concepts and terms.

We'll also provide tips on how to find a job, get clients and what you need to do to legally offer your own bookkeeping services as your own independent business.

After you complete this course you should be ready to complete the QuickBooks Pro Advisor certification and ready to begin helping other businesses and organizations with their finances and making a good income for yourself.

This course is designed for busy parents as a 'hybrid' model. We will meet in-person the second week of each month together to go over new concepts and answer your questions. In the weeks between those in-person meetings there will be online lessons to work through (at your own pace). We'll also meet the last week of the semester to review what you've learned and help you move on to the next step - earning an income from your newly learned skills.

Prerequisites

- Basic Computer Skills Workshop
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Skills Required

- **Basic Computer Skills** - Basic computer usage and familiarity

Textbook/s

- Introduction to Business Bookkeeping *C. Paschen* (~\$20)

Equipment Required

- **A Current laptop** - (required) A current laptop (within the last 4 years) with Windows, Mac or Linux is required during class.
- **Adding machine** - (recommended) Each student will need to have a Standard Printing Adding machine. You can sometimes find them on Facebook marketplace or eBay; however, make sure that they are relatively new and in full working order. They **MUST** have a standard layout. We recommend the Victor 1297 model (available on Amazon - see link). If you find a used one please forward the information to the instructor to review **BEFORE** you purchase it to make sure it will work for class.

Homework

Students should expect to spend 1 hour per week on homework.

If you would like to register for this class, you will need to login and add yourself as an additional child under the profile tab at the top of the page. Choose adult as your grade. Make sure you close out that page by clicking the "update" box at the bottom of the page. Then you will see yourself as a potential student when registering for this class.

About the Instructor

Mr. Paschen has been operating his own businesses for over 30 years. He has operated his own bookkeeping business as well as been a certified QuickBooks Trainer. He has taught business courses at both the high school level and college level over the course of the past 20 years.

Links on this page include affiliate links. These links will provide an affiliate fee to the instructor, which is used to enhance the classroom experience